

PANOLA COUNTY SHERIFF'S OFFICE

Office: 903.693.0333
Fax: 903.693.9366



314 W. Wellington
Carthage, Texas 75633

Sheriff Kevin Lake

01-26-21

To: County Judge LeeAnn Jones, County Commissioners of Panola County

From: Sheriff Kevin Lake

Re: Retirement

Please accept this letter as notice of my retirement from the office of Sheriff effective May 14, 2021. I have served in the field of law enforcement in Panola County going some 29 years. It has been a rewarding career, with both happy times, as well as sad times. I have served with all of my heart in order to fulfill my duties, with the best interest of our citizens, and the county in mind. I have made good decision, and I have made not so good ones, but when I failed, I always tried to first own the mistake, then make it right for the sake of everyone involved. I have made many friends along the way, and I have gained so many memories that I'll cherish for the remainder of my life.

It has been the good working relationship with my County Commissioners and County Judges through the years that has made both my career, as well as the entire Sheriff's Office successful in our duties. I thank each of you for your part in our working relationship.

With my retirement, comes the decision of the court in the appointment of a Sheriff to fill the vacancy until a mid-term special election is held. If it pleases the court, I would respectfully like to make a recommendation for that appointment for the court's consideration. When thinking about a successor for the office of Sheriff, there is much to consider. In considering a person for this position, I must stand on my belief that it should be an individual from within the current staff of the department. I believe this to be true because the successor must be someone who is familiar with the staff, familiar with the day-to-day operations, as well as the many moving parts of the department. As a result, I have taken a long hard look at the senior staff of the department. Chief Jeff Ivy would have been my obvious choice, but due to other future plans, he feels this is not the right move for him at this time. My next obvious choice is Captain Sarah Fields. Sarah is currently the longest serving member of the Panola County Sheriff's Office. She has served in some capacity, in every division of the Sheriff's Office during her 30+ years of service. Sarah started as a secretary/dispatcher, moving her way up through the ranks of civil process, criminal investigations, to currently the third in command of the entire department, in her position of

Honesty, Integrity, Service

Captain. Sarah has represented Panola County professionally on a state level for many years on the State Child Fatality Review Team, as well as the head of the East Texas Child Fatality Review team for many years. As a result of her investigative work, she has touched the countless lives of families during this time. Sarah holds the highest level of law enforcement certification as a Texas Master Peace Officer. This does not come easy, I know! I firmly believe that Captain Sarah Fields has all of the qualities necessary to successfully lead the Panola County Sheriff's Office, along with Chief Ivy and whoever the deserving individual may be to replace Sarah's current position as Captain of the department, if she is appointed by the court.

I humbly and respectfully ask the court to accept my professional recommendation of Captain Sarah Fields to be appointed by the court to fill the vacancy of the office of Sheriff upon my retirement. I send this letter at this time, because there will need to be an adequate transition period for me to work with the person who will fill my vacancy prior to my departure. I would request the time frame of approximately three (3) months of training and transition prior to my retirement to ensure a smooth transition.

If you have any questions, please feel free to contact me.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'K. Lake', with a stylized flourish at the end.

Kevin Lake - Sheriff

Cc. Commissioner Dale LaGrone

Commissioner David Cole

Commissioner Craig Lawless

Commissioner Billy Alexander



LINDSEY SMITH
PANOLA COUNTY DISTRICT CLERK

Panola County Courthouse | 110 S. Sycamore, Room 227 | Carthage, Texas 75633
(903) 693-0306 | Fax: (903) 693-6914 | lindsey.smith@co.panola.tx.us

January 25, 2021

Honorable LeeAnn Jones
Panola County Commissioners
110 S. Sycamore
Carthage, Texas 75633

Dear Judge Jones and Commissioners,

Please record the employment of Staci Strontz as a Temporary Clerk in the District Clerk's office effective on February 1, 2021 at 10:00 a.m. and ending on August 2, 2021. Her hourly rate of pay will be \$11.00 per hour.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Lindsey Smith". The signature is fluid and cursive, with the first name "Lindsey" being more prominent than the last name "Smith".

Lindsey Smith
Panola County District Clerk

Cc: Joni Reed, County Treasurer
Jennifer Stacy, County Auditor

PERSONNEL CHANGE REQUEST

Name: HUNTER LAGRONE

Department: ROAD AND BRIDGE PCT 1

Position: MECHANIC

New Position

(If applicable) _____

| | |
|--------------------------|-------------------|
| Current wage or salary | \$19.12 |
| New wage or salary | \$22.42 |
| Effective date of change | FEBRUARY 15, 2021 |

Billy Alexander
Elected Official/Department Head
Signature

2-1-21
Date Signed

January 26, 2021

FROM: Melanie Earle, Road and Bridge Warehouse Coordinator

TO: Joni Reed, County Treasurer

SUBJECT: EFFECTIVE DATE OF EMPLOYMENT:

Please be advised of the effective date of employment for Mark Harrison, Driver, for Panola County Road & Bridge Department, Pct. 1, effective February 16, 2021 at the rate of \$15.04 per hour.

Melanie Earle

Melanie Earle

Road and Bridge

Warehouse Coordinator

PANOLA COUNTY SHERIFF'S OFFICE

Office: 903.693.0333
Fax: 903.693.9366

314 W. Wellington
Carthage, Texas 75633



Sheriff Kevin Lake

January 27, 2021

The Honorable LeeAnn Jones
Panola County Judge
110 S. Sycamore
Carthage, Texas 75633

Dear Judge Jones,

Please add the following item(s) to the next scheduled meeting of the Panola County Commissioner's Court:

Please record the resignation of Robert Delconte, a Patrol Deputy for the Panola County Sheriff's Office, effective January 26, 2021.

Sincerely,

A handwritten signature in black ink that reads "K. Lake" followed by a stylized flourish.

Kevin Lake
Sheriff

KL/hg

CC: Jennifer Stacy
Joni Reed

Honesty, Integrity, Service

**NOTICE OF PROPOSED INSTALLATION
PIPELINE AND/OR UTILITY LINES**

TO: THE PANOLA COUNTY COMMISSIONER'S COURT

c/o

PANOLA COUNTY ROAD & BRIDGE DEPARTMENT, CARTHAGE, TEXAS

Formal notice is hereby given that:

City of Carthage proposes to place a
(COMPANY NAME)

2" Casing with a 3/4" service line line within the Right-of-Way
(PIPE SIZE)

of County Road: 201 as follows:
(NUMBER OF ROAD)

The proposed pipeline will cross under the indicated roads on the attached sheet.
Installation shall be made by boring a total length of 40' line in Panola County.

The location and description of the proposed line and appurtenances is more fully shown by the copies of the drawings attached to this notice. The line will be constructed and maintained on the County Right-of-Way as directed by the County Commissioners in accordance with current Panola County Specifications.

Construction of this line will begin on or after the 26 day of
January.

FIRM: Rural Water Service
BY: Wade Allums
TITLE: Owner
ADDRESS: 227 County Road 212
Beckville, Texas 75631
PHONE: (903) 678-9073

APPROVAL

February 1, 2021

TO: City of Carthage
Attn: Wade Allums
227 County Road 212
Beckville, Texas 75631

RE: **CR #201**

The Panola County Commissioners' Court offers no objection to the location on the right-of-way of your proposed **2" Casing with a 3/4" service line** within the right-of-way of County Road **#201** as shown by accompanying drawings and notice except as noted below.

It is expressly understood that the County Commissioners' Court does not purpose hereby, to grant any right, claim, title or easement in or upon this county road. It is further understood that in the future should for any reason the county need to work, improve, relocate, widen, increase, add to, or in any manner change the structure of this right-of-way, any required relocation of said lines shall be at the sole expense of owner.

All work on the county right-of-way shall be performed in accordance with the county instructions. The installations shall not damage any part of the road and adequate provisions must be made to cause minimum inconvenience to traffic and adjacent owners. Special specifications for placing this line are as follows:

1. All lines are to be installed a minimum of 36 inches below the flow line of the adjacent drainage or barrow ditch.
2. All excavation within the right-of-way and not under surfacing shall be backfilled by tamping in 6 inch horizontal layers. All surplus material shall be removed from the right-of-way and the excavation finished flush with surrounding natural ground.
3. Lines crossing under surfaced roads and under surfacing cross roads within the right-of-way shall be placed by boring. Boring shall extend from crown line to crown line. Gravity from sewer lines under roadways shall be cast iron pipe.
4. All lines, where practicable, shall be located to cross roadbed at approximately right angles thereto. No lines are to be installed under or within 50 feet of either end of any bridge. No lines shall be placed in any culvert or within 10 feet of the closest point of same.

5. Parallel line will be installed as near the right-of-way lines as is possible and no parallel line will be installed in the roadbed or between the drainage ditch and the roadbed without special permission of the Panola County Commissioners' Court.
6. Operations along roadbeds shall be performed in such manner that all excavated material be kept off the pavement at all times, as well as all operating equipment and materials. No equipment or installation procedures will be used which will damage any road surface or structures. The cost of any repairs to road surface, roadbed, structures or other right-of-way features as a direct result of this installation will be borne by the owner of this line.
7. Barricades, warning signs, lights, and flag man(men) when necessary shall be provided by the contractor or owner. One-half (1/2) of the traveled portion of the road must be open at all times.

Approved: 
COUNTY JUDGE

COMMISSIONERS:

| | |
|-------------|------------------|
| Precinct #1 | Billy Alexander |
| Precinct #2 | David A. Cole |
| Precinct #3 | Craig M. Lawless |
| Precinct #4 | Dale LaGrone |

Loop 79



2,112ft

Existing 4" line

40ft Bore, PVC Casing
& 3/4" service line

CR 201

City Of Carthage

Date:

Drafted By:

Checked By:

Panola County, TX
C.R. 201 Road Bore

PANOLA COUNTY, TEXAS

INVITATION TO BID

RETURN BID TO:

COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633

The enclosed INVITATION TO BID (ITB) and accompanying SPECIFICATIONS AND BID SHEET are for your convenience in bidding the enclosed referenced service/products for Panola County.

Sealed bids shall be received no later than:

1:30 P.M., Tuesday March 2, 2021

MARK ENVELOPE

"BID, (ONE) 2 ½-3 TON DUMP TRUCK"

Bidder shall sign and date the bid. Bids which are not signed and dated can be rejected. Bids must be submitted on the enclosed bid sheets and must be in ink or typewritten.

Panola County appreciates your time and effort in preparing this bid. Please note that all bids must be received at the designated location by the deadline shown. Bids received after the deadline will not be considered for the award of the contract, and shall be considered void and unacceptable. Opening is scheduled to be held in Commissioners Courtroom, Panola County Courthouse, Carthage, Texas. You are invited to attend.

Any questions concerning this invitation to Bid and specifications should be directed to Melanie Earle, Road and Bridge Warehouse Coordinator, at (903) 693-3763.

SIGNATURE OF BIDDER

INSTRUCTIONS/TERMS OF CONTRACT

By order of the Commissioners Court of Panola County, Texas, sealed bids will be received for:

"BID, (ONE) 2 ½-3 TON DUMP TRUCK"

IT IS UNDERSTOOD that the Commissioners Court of Panola County, Texas reserves the right to reject any or all bids for any or all products and/or services covered in this bid request and to waive informalities or defects in bids or to accept such bids as it shall deem to be in the best interests of Panola County.

BIDS MUST BE submitted on the bid forms included for that purpose in this packet. Bids shall be placed in separate sealed envelopes, with **each page manually signed by a person having the authority to bind the firm in a contract** and marked clearly on the outside as shown below.

SUBMISSION OF BIDS: Sealed bids shall be submitted to:

**COUNTY JUDGE
PANOLA COUNTY COURTHOUSE, ROOM 216A
CARTHAGE, TEXAS 75633**

Not later than 1:30 P.M., Tuesday March 2, 2021

MARK ENVELOPES:

"BID, (ONE) 2 ½-3 TON DUMP TRUCK"

**ALL BIDS MUST BE RECEIVED IN THE COUNTY JUDGE'S OFFICE
BEFORE OPENING DATE AND TIME**

SIGNATURE OF BIDDER

"BID, (ONE) 2 ½-3 TON DUMP TRUCK"

PANOLA COUNTY IS CURRENTLY ACCEPTING BIDS FOR ONE (1) 2 ½- 3 TON
DUMP TRUCK FOR USE BY PANOLA COUNTY ROAD AND BRIDGE DEPT.
PCT. 1. THE TRUCK SHOULD MEET THE FOLLOWING SPECIFICATIONS:

1. Trucks shall be at least a **2019** model 3 ton, 2 door
(Commonly known as a 750 or 7500)
2. Engine: No less than 6.8 liters. Gasoline.
3. Transmission: 6 speed automatic transmission with PTO Provision.
4. Axle: Front Axle 12,000 lbs. I-Beam Axle, taper-leaf spring suspension.
21,000 lbs. multi-leaf rear spring suspension
5. Misc: Power steering/brakes, a/c; AM-FM radio; cruise; no less than 50-
gallon fuel capacity.
6. GVWR: No less than 26,000 lbs.
7. Color: White.
8. Bed: 7-8 Yard dump bed with air operated mechanical tail-gate and pintle
hitch with capacity up to 45 tons, electric break hook-up for trailer hook-up
with 7-way round and a 7-way/RV style light plug. Single wide chute in
tailgate. Electric tarp cover with tarp. 6" metal sideboards.
DOT compliance:
 - a. ¾ LED Marker lights
 - b. Body-up indicator light
 - c. Back-up alarm
 - d. Mud flaps
 - e. Fire extinguisher
 - f. Triangle & reflector kit
 - g. DOT LED lights & reflectors
 - h. Reflexite conspicuity tape
 - i. Sealed Wiring Harness
9. Warranty: No less than 5 years/60,000 miles on power train.
10. Delivery: Bidder shall deliver truck to Road and Bridge Warehouse.

QUESTIONS CONCERNING THIS BID SHOULD BE DIRECTED TO MELANIE
EARLE, ROAD and BRIDGE WAREHOUSE COORDINATOR AT 903-693-3763.

SIGNATURE OF BIDDER _____

BID FORM AND CONTRACT

"BID, (ONE) 2 ½-3 TON DUMP TRUCK"

TO THE COMMISSIONERS COURT OF PANOLA COUNTY, TEXAS FOR
FURNISHING AND DELIVERING TO PANOLA COUNTY, TEXAS FOR USE BY
PANOLA COUNTY ROAD AND BRIDGE DEPT. PCT. 1.
IN ACCORDANCE WITH THE FOREGOING SPECIFICATIONS:

The undersigned, as bidder, declares that the only person or persons interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; and that I (we) have carefully examined the advertisement, instructions to bidders, specifications, and condition of payment. It is understood that the Court reserves the right to accept or reject and and/or all bids.

TOTAL PRICE \$ _____

Exceptions to specifications:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SIGNATURE OF BIDDER _____

SIGNATURE

COMPANY NAME

ADDRESS

CITY STATE ZIP

TELEPHONE NUMBER

DATE

ACCEPTED: _____

COUNTY JUDGE

DATE

**TENTATIVE SCHEDULE FOR
2021 BUDGET PROCESS FOR
2022 FISCAL YEAR**

| <u>DATE</u> | <u>ITEM</u> |
|--------------------|---|
| April 30 | Receive estimated preliminary appraisals. |
| May 3 | County Judge sends budget request letters to department heads. |
| May 17 | Budget requests from department heads due back in County Judge's office. |
| May 20 @ 9:00 a.m. | Budget Workshop. |
| May 24 | County Judge gives instructions to County Auditor for preparation of proposed budget. Auditor begins budget preparation. |
| July 6 | Commissioners' Court Agenda Item: A. In accordance with the Property Tax Code, to officially appoint Holly Gibbs as Panola County's representative to calculate and publish the unit's effective and rollback tax rate schedules for tax roll year 2021. |
| July 26 | The Chief Appraiser certifies the approved appraisal roll to each taxing unit. (Property Tax Code 26.01) |
| July 28 | County Auditor delivers budget to County Judge, and County Judge begins review of budget to verify that this is the exact budget she wants to propose. |
| July 29 | County Judge prepares letter of transmittal for proposed budget, files proposed budget with County Clerk, and gives a copy to each Commissioner. |

August 3

Commissioners' Court Agenda Items:

- A. Tax Assessor delivers effective and roll back tax rates to Commissioners' Court.
- B. To set Panola County Budget Hearing for Fiscal Year 2022 on August 17, 2021 at 1:35 p.m.; to set the adoption of the Fiscal Year 2022 Budget on August 17, 2021 after the Budget Hearing; and to authorize publication of same in accordance with the requirements of laws and regulations applicable thereto. (Local Government Code, Section 111.007)
- C. To authorize the County Judge to publish proposed salaries of Panola County Elected Officials as set out in the proposed Budget for Fiscal Year 2022 and to set the adoption of such salaries on August 17, 2021 after adoption of the Budget for Fiscal Year 2022 in accordance with the requirements of laws and regulations applicable thereto. (Local Government Code, Section 152.013)
- D. To discuss amount of revenue to be raised. If the proposed tax rate exceeds the effective tax rate, take a record vote and schedule public hearings for August 11, 2021 at 9:00 a.m. and August 13, 2021 at 9:00 a.m., and authorize applicable publications. (Tax Code, Section 26.05)

August 4

"Notice of Public Hearing on Tax Increase" (1st quarter-page notice) published at least 7 days before public hearing. (Tax Code, Section 26.06)

Publish Notice of Public Hearing on 2022 Budget.

Upload to website.

Publish Proposed Salaries of Panola County Elected Officials.

August 6

County Judge gives written notice to elected officials of the Budget/Salary Grievance Procedures.

August 11

Commissioners' Court Agenda Item:

(ONLY ONE ITEM ALLOWED BY LAW ON AGENDA)

1. Public hearing on tax rate; schedule and

announce meeting to adopt tax rate.

August 13

Commissioners' Court Agenda Item:

(ONLY ONE ITEM ALLOWED BY LAW ON AGENDA)

1. Public hearing on tax rate; schedule and announce meeting to adopt tax rate 3-14 days from this date (August 17, 2021 at 1:30 p.m.). (Local Government Code, Section 111.010) (7 Days)

August 15 (Sunday)

"Notice of Vote on Tax Rate" (2nd quarter-page notice) published at least 7 days before meeting to adopt tax rate. (Tax Code, Section 26.06) (9 Days)

August 17

Commissioners' Court Agenda Items:

- A. To conduct Panola County Budget Hearing for Fiscal Year 2022 at 1:35 p.m. pursuant to notice and publication thereof as required by law. The public is invited to attend and participate. (Local Government Code, Section 111.007)
- B. At the conclusion of hearing to adopt Panola County Budget for Fiscal Year 2022. (Local Government Code, Section 111.008)
- C. To adopt 2022 Elected Officials Salaries pursuant to notice and publication thereof as required by law. (Local Government Code, Section 152.013)
- D. To adopt Order 2021-___ setting the 2022 Tax Rate and Tax Levy and authorizing the Tax Assessor to prepare tax statements with approved tax rate. (Local Government Code, Section 111.010)

August 30

County Judge files final adopted budget with County Clerk.

Form #2201 Rev. 09/2017

Submit to:

SECRETARY OF STATE

Government Filings

Section P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None



STATEMENT OF OFFICER

FILED FOR RECORD
IN MY OFFICE

AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS

BY B Davis DEPUTY

Statement

I, Kevin Lake, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Panola County Reserve Deputy Constable, Precincts #1 & #4

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 1-19-2021

Signature of Officer

KSL

Form #2204 Rev 9/2017
Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

This space reserved for use
IN MY OFFICE

AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Kevin Lake, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Panola County Reserve Deputy Constable, Precinct #1 & #4 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

KSL

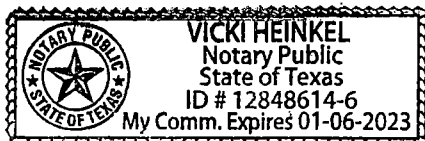
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas
County of Panola

Sworn to and subscribed before me on this 19th day of January, 2021.

(Affix Notary Seal,
only if oath
administered by a
notary.)



Vicki Heinkel

Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Vicki Heinkel

Printed or Typed Name

Form #2201 Rev. 09/2017

Submit to:

SECRETARY OF STATE

Government Filings

Section P O Box 12887

Austin, TX 78711-2887

512-463-6334

512-463-5569 - Fax

Filing Fee: None



STATEMENT OF OFFICER

FILED FOR RECORD
IN MY OFFICE

AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS

BY B. Davis DEPUTY

Statement

I, Brianna Rabon, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Panola County Tax Assessor-Collector Deputy Clerk

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: 1-19-2021

Brianna Rabon

Signature of Officer

Form #2204 Rev 9/2017

Submit to:

SECRETARY OF STATE
Government Filings Section

P O Box 12887

Austin, TX 78711-2887

512-463-6334

FAX 512-463-5569

Filing Fee: None



OATH OF OFFICE

This space reserved for office use

FILED FOR RECORD
IN MY OFFICE

AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS

BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Brianna Rabon, do solemnly swear (or affirm), that I will faithfully execute the duties of the office of Panola County Tax Assessor-Collector Deputy Clerk of the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws of the United States and of this State, so help me God.

Brianna Rabon

Signature of Officer

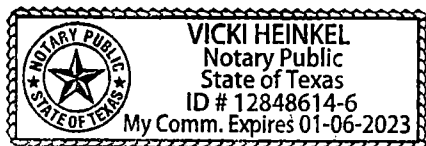
Certification of Person Authorized to Administer Oath

State of Texas

County of Panola

Sworn to and subscribed before me on this 19th day of January, 2021.

(Affix Notary Seal,
only if oath
administered by a
notary.)



Vicki Heinkel

Signature of Notary Public or

Signature of Other Person Authorized to Administer An
Oath

Vicki Heinkel

Printed or Typed Name



[HOME \(/\)](#) > [OPEN GOVERNMENT \(/OPEN-GOVERNMENT\)](#) >
[OPEN MEETINGS ACT TRAINING CONFIRMATION AND CERTIFICATE](#)

Open Meetings Act Training Confirmation and Certificate

Congratulations on finishing the Office of the Attorney General's Open Government training video. New legislation effective January 1, 2006 requires all elected officials to take Open Government training courses, specifically regarding the Open Meetings Act, and the Public Information Act. Watching our videos satisfies this requirement, and is done so on the honor system.

CERTIFICATE of COURSE COMPLETION

Open Meetings Act

This certifies that **Billy Alexander** has completed a course of training on the Texas Open Meetings Act that satisfies the legal requirements of Government Code, Section 551.005.

Confirmation is issued effective this 13th of January, 2021.

NOTICE TO CERTIFICATE HOLDER: An email has been sent to the email address you have provided. You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 551.005(c) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Your certificate will arrive as an email from noreply@oag.texas.gov. If you do not receive your certificate, please check your SPAM folder.

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.



[HOME \(/\)](#) > [OPEN GOVERNMENT \(/OPEN-GOVERNMENT\)](#) >
[PUBLIC INFORMATION ACT TRAINING CONFIRMATION AND CERTIFICATE](#)

Public Information Act Training Confirmation and Certificate

Congratulations on finishing the Office of the Attorney General's Open Government training video. New legislation effective January 1, 2006 requires all elected officials to take Open Government training courses, specifically regarding the Open Meetings Act, and the Public Information Act. Watching our videos satisfies this requirement, and is done so on the honor system.

CERTIFICATE of COURSE COMPLETION

Public Information Act

This certifies that **Billy Alexander** has completed a course of training on the Texas Public Information Act that satisfies the legal requirements of Government Code, Section 552.012.

Confirmation is issued effective this 13th of January, 2021.

NOTICE TO CERTIFICATE HOLDER: An email has been sent to the email address you have provided. You are responsible for the safekeeping of this document as evidence that you have completed this open government training course. The Office of the Attorney General does not maintain a record of course completion for you and is unable to issue duplicate certificates. Government Code Section 552.012(e) requires the governmental body with which you serve to maintain this Certificate of Course Completion and make it available for public inspection.

Your certificate will arrive as an email from noreply@oag.texas.gov. If you do not receive your certificate, please check your SPAM folder.

If you have any questions, please contact the Open Government Hotline 1-877-673-6839.

PANOLA COUNTY
2020
BUDGET AMENDMENT #27

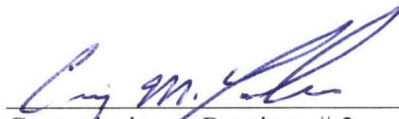
We hereby amend the Panola County Budget for the Fiscal Year 2020 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2020.

Signed on this 1st day of February, 2021.


County Judge


Commissioner Precinct # 1


Commissioner Precinct # 2


Commissioner Precinct # 3


Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 1st day of February, 2021 as the same appears on file in the office of the County Clerk of Panola County.


County Clerk



February 1, 2021



Panola County, Texas

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT15911 - 2020 ADJ#27 1-29-2021

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|---------------------------|-------------------------------|-----------------|
| BA0001294 | 2020 COUNTY BUDGET JAN... | 403-RENTALS MICRO. & INDEXING | 12/31/2020 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|-------------------------------|---------------------------|-------------------------------|-------------|------------|-------------|
| 100-340-44000 | COUNTY CLERK | 403-RENTALS MICRO. & INDEXING | -182,203.00 | -1,256.00 | -183,459.00 |
| December: | -1,256.00 | | | | |
| 100-403-54360 | RENTALS MICROFILMING & IN | 403-RENTALS MICRO. & INDEXING | 84,203.00 | 1,256.00 | 85,459.00 |
| December: | 1,256.00 | | | | |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|---------------------------|------------------------------|-----------------|
| BA0001295 | 2020 COUNTY BUDGET JAN... | 407-COMMUNICATIONS TELEPHONE | 12/31/2020 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|-------------------------------|-------------------------|------------------------------|-----------|------------|-----------|
| 100-407-54200 | COMMUNICATION TELEPHONE | 407-COMMUNICATIONS TELEPHONE | 1,700.00 | 38.00 | 1,738.00 |
| December: | 38.00 | | | | |
| 100-409-54080 | CONTINGENCY | 407-COMMUNICATIONS TELEPHONE | 22,148.00 | -38.00 | 22,110.00 |
| December: | -38.00 | | | | |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|-------------------|---------------------------|---------------|-----------------|
| BA0001296 | 2020 COUNTY BUDGET JAN... | 477-LAW BOOKS | 12/31/2020 |

Summary Description:

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|-------------------------------|-----------------------|------------------------|------------|------------|------------|
| 100-477-53120 | LAW BOOKS | 477-LAW BOOKS | 11,000.00 | 2,369.00 | 13,369.00 |
| December: | 2,369.00 | | | | |
| 100-477-54150 | PROFESSIONAL SERVICES | 477-LAW BOOKS | 383,000.00 | -2,369.00 | 380,631.00 |
| December: | -2,369.00 | | | | |

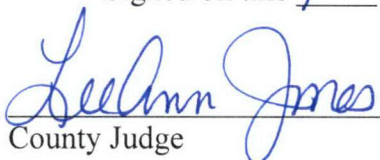
Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|--------|-----------------------|-------------------------------|------------------------------|-------------|------------|-------------|
| 2020 | 2020 COUNTY BUDGET JA | 100-340-44000 | COUNTY CLERK | -182,203.00 | -1,256.00 | -183,459.00 |
| | | 100-403-54360 | RENTALS MICROFILMING & INDEX | 84,203.00 | 1,256.00 | 85,459.00 |
| | | 100-407-54200 | COMMUNICATION TELEPHONE | 1,700.00 | 38.00 | 1,738.00 |
| | | 100-409-54080 | CONTINGENCY | 22,148.00 | -38.00 | 22,110.00 |
| | | 100-477-53120 | LAW BOOKS | 11,000.00 | 2,369.00 | 13,369.00 |
| | | 100-477-54150 | PROFESSIONAL SERVICES | 383,000.00 | -2,369.00 | 380,631.00 |
| | | | 2020 Total: | 319,848.00 | 0.00 | 319,848.00 |
| | | | Grand Total: | 319,848.00 | 0.00 | 319,848.00 |


PANOLA COUNTY
2021
BUDGET AMENDMENT #3

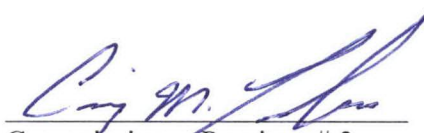
We hereby amend the Panola County Budget for the Fiscal Year 2020 as set forth above according to the procedures outlined under Local Government Code, Chapter 111, Subchapter A Sections 111.010 (c), (d). A copy of this Order is to be filed with the County Clerk and Attached to the Budget originally adopted for 2021.

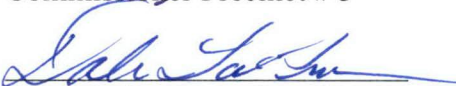
Signed on this 1st day of February, 2021.


County Judge



Commissioner Precinct # 1

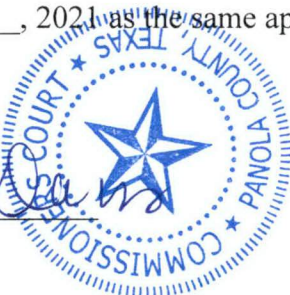

Commissioner Precinct # 2


Commissioner Precinct # 3


Commissioner Precinct # 4

Passed and approved by the Commissioners Court of Panola County on the 1st day of February, 2021 as the same appears on file in the office of the County Clerk of Panola County.


County Clerk



February 1, 2021



Panola County, Texas

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT15910 - 2021 ADJ#3 1-29-2021

| Adjustment Number | Budget Code | Description | Adjustment Date |
|----------------------|---------------------------|-------------------------|-----------------|
| BA0001292 | 2021 COUNTY BUDGET JAN... | 490-HAVA SECURITY GRANT | 1/29/2021 |
| Summary Description: | | | |

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|-------------------------------|-----------------------|-------------------------|-----------------|------------|----------|
| 100-490-55270 | FURNITURE & EQUIPMENT | 490-HAVA SECURITY GRANT | 4,371.00 | 258.00 | 4,629.00 |
| January: 21.50 | April: 21.50 | July: 21.50 | October: 21.50 | | |
| February: 21.50 | May: 21.50 | August: 21.50 | November: 21.50 | | |
| March: 21.50 | June: 21.50 | September: 21.50 | December: 21.50 | | |

| Adjustment Number | Budget Code | Description | Adjustment Date |
|----------------------|---------------------------|-------------------------------|-----------------|
| BA0001293 | 2021 COUNTY BUDGET JAN... | 624-PLUMBING AND TREE REMOVAL | 1/29/2021 |
| Summary Description: | | | |

| Account Number | Account Name | Adjustment Description | Before | Adjustment | After |
|-------------------------------|---------------------|-------------------------------|-------------------|------------|------------|
| 200-624-54080 | CONTINGENCY | 624-PLUMBING AND TREE REMOVAL | 123,775.00 | -10,800.00 | 112,975.00 |
| January: -900.00 | April: -900.00 | July: -900.00 | October: -900.00 | | |
| February: -900.00 | May: -900.00 | August: -900.00 | November: -900.00 | | |
| March: -900.00 | June: -900.00 | September: -900.00 | December: -900.00 | | |
| 200-624-54480 | CONTRACTOR SERVICES | 624-PLUMBING AND TREE REMOVAL | 50.00 | 10,800.00 | 10,850.00 |
| January: 900.00 | April: 900.00 | July: 900.00 | October: 900.00 | | |
| February: 900.00 | May: 900.00 | August: 900.00 | November: 900.00 | | |
| March: 900.00 | June: 900.00 | September: 900.00 | December: 900.00 | | |

Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|--------------|-----------------------|-------------------------------|-----------------------|------------|------------|------------|
| 2021 | 2021 COUNTY BUDGET JA | 100-490-55270 | FURNITURE & EQUIPMENT | 4,371.00 | 258.00 | 4,629.00 |
| | | 200-624-54080 | CONTINGENCY | 123,775.00 | -10,800.00 | 112,975.00 |
| | | 200-624-54480 | CONTRACTOR SERVICES | 50.00 | 10,800.00 | 10,850.00 |
| 2021 Total: | | | | 128,196.00 | 258.00 | 128,454.00 |
| Grand Total: | | | | 128,196.00 | 258.00 | 128,454.00 |

AT 9:21 O'CLOCK a M

JAN 26 2021

NOTICE OF MEETING

PANOLA COUNTY

COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY Robert J. Hicks DEPUTY

313 W. Panola St.
Carthage, Texas 75633

(903)693-0351

TO WHOM IT MAY CONCERN:

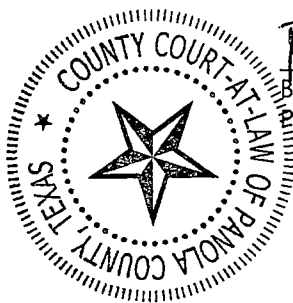
PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PANOLA COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) AND THE BOARD OF JUDGES WILL BE HELD ON THE 25th DAY OF FEBRUARY, 2021, AT 9:00 AM. THE MEETING WILL BE HELD by scheduled Zoom meeting. District Judge LeAnn Kay Rafferty presiding. At this meeting, the above listed items will be considered for approval. To join meeting <https://txcourts.zoom.us/j/93804195134>, meeting ID: 938 0419 5134, password: 590410

AGENDA

In compliance with TDCJ-CJAD funding guidelines, the following will be presented by the Panola County CSCD Director, Kerian Henderson, for approval:

- (1) Approve the Minutes of the open meeting held by the Panola County CSCD and Board of Judges on August 19, 2020.
- (2) Approve the Rachael Payne, CPA, PLLC, FY-2020 audit report of the Panola County CSCD.
- (3) Approve the Panola County CSCD FY-2021 Program #900 Basic Supervision Budget adjustment #1.

WITNESS THE HAND OF THE UNDERSIGNED CLERK ON THIS THE 26th DAY OF January, 2021, AT 9:21 A.M./P.M.



Bobbie Davis by Robert J. Hicks
BOBBIE DAVIS, COUNTY CLERK
PANOLA COUNTY, TEXAS

PANOLA COUNTY CSCD
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

313 W. Panola St.
Carthage, Texas 75633

FILED FOR RECORD
IN MY OFFICE
(903) 695-2059
AT 9:20 O'CLOCK a M

JAN 26 2021

Date: January 28, 2021

Attn: Commissioners' Court

From: Panola County, Community Supervision and Corrections Department (CSCD),
Director, Kerian Henderson.

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY B. Davis DEPUTY

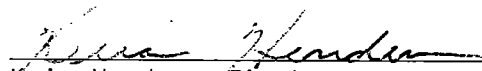
Ref: February 25, 2021 Open Meeting

In compliance with Section 140.004 of the Local Government Code, on this the ___ day of _____ 2020, I hereby file the following:

- (1) The Minutes of the open meeting held by the Panola County CSCD and Board of Judges on August 19, 2020.
- (2) The Rachael Payne, CPA, PLLC, FY-2020 audit report of the Panola County CSCD.
- (3) The Panola County CSCD FY-2021 Program #900 Basic Supervision Budget Adjustment #1.

Please be advised that an open meeting is scheduled for February 25, 2021 at 9:00 AM. The meeting will be held by scheduled Zoom meeting. District Judge LeAnn Kay Rafferty presiding. At this meeting, the above listed items will be considered for approval. To join meeting <https://txcourts.zoom.us/j/93804195134>, meeting ID: 938 0419 5134, password: 590410.

Respectfully submitted,


Kerian Henderson, Director

cc: Honorable Judge Terry Bailey, Panola County Court at Law
Honorable Judge LeAnn Kay Rafferty, 123RD Judicial District
Jennifer Stacy, Panola County Auditor & CSCD Fiscal Officer

MINUTES

OPEN MEETING OF THE PANOLA COUNTY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT (CSCD) AND BOARD OF JUDGES

A meeting of the Panola County Community Supervision and Corrections Department and the Board of Judges was called to order by the 123rd Judicial District Judge LeAnn Kay Rafferty, at 10:31 A. M. on the 19th day of August, 2020, by Zoom meeting <https://txcourts.zoom.us/j/95273645107>, meeting ID: 95273645107, password 590852, 123rd Judicial District Judge LeAnn Kay Rafferty presiding.

Board of Judges In attendance: Judge Terry Bailey, Panola County Court at Law
Judge LeAnn Kay Rafferty, 123RD Judicial District

Also in attendance: Jennifer Stacy, Panola County Auditor / CSCD Fiscal Officer
Kerian Henderson, Panola County CSCD Director
Dollie Lindsey, CSCD Administrative Assistant

Agenda Item 1

Motion by Judge Rafferty, seconded by Judge Bailey to approve the minutes of the open meeting held by the Panola County CSCD and Board of Judges on February 20, 2020 with the minutes amended to add Dollie Lindsey as in attendance. Motion carried with 2 ayes.

Agenda Item 2

Motion by Judge Rafferty, seconded by Judge Bailey to approve the Panola County CSCD FY-2020 Program #900 Basic Supervision Budget adjustment #3. Motion carried with 2 ayes.

Agenda Item 3

Motion by Judge Rafferty, seconded by Judge Bailey to ratify and approve the Panola County CSCD FY-2020 Program #24 CCP Supervision Budget adjustment #1. Motion carried with 2 ayes.

Agenda Item 4

Passed Panola County CSCD F2021 Program #900 Basic Supervision Budget adjustment #1.

Agenda Item 5

Motion by Judge Rafferty, seconded by Judge Bailey to approve the FY-2021 Proposed Drug Court Budget. Motion carried with 2 ayes.

The meeting was adjourned by Judge Rafferty at 1:40 P.M.

Submitted for approval by, _____
Kerian Henderson, Panola County CSCD Director

Approved on the _____ day of _____ 2020.

Judge Terry Bailey, Panola County Court at Law _____

Judge LeAnn Kay Rafferty, 123RD Judicial District _____

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
COMMUNITY JUSTICE ASSISTANCE DIVISION

BUDGET ADJUSTMENT REQUEST

Chief County: PANOLA

Program Title AND ID Number: BASIC SUPERVISION ID # 900

Funding Source: BS

Adjustment Number: 1

Fiscal Year: 2021

This budget adjustment has been approved in accordance with the adopted budget approval procedures established by the local judges responsible for the CSCD's budget/budget adjustments, which is in compliance with the Open Meetings Act, Government Code 551 and Government Code 76.002 (a).

Kerian Henderson
CSCD Director (Print Name)

CSCD Director (Signature) Date

Budget/Adjustment Endorsements:

Judge Terry Bailey, Panola County Court at Law Date

Judge LeAnn Kay Rafferty, 123RD Judicial District Date

TEXAS DEPARTMENT OF CRIMINAL JUSTICE
Community Justice Assistance Division
Budget Adjustment - Fiscal Year 2021
Date Received: 1/21/2021

APPROVED BY: _____

DATE APPROVED: _____

Tammy McGinty, TDCJ-CJAD Budget Director or
 Eduardo Montiel, Senior Budget Analyst

| CSCD: | Year: | ADJ #: | Program: | Funding Type: | Other Funding: |
|--|-------|--------|-------------------------|----------------|----------------|
| Panola | 2021 | 1 | 900 - Basic Supervision | BS | None |
| REVENUE: | | | APPROVED | ADJ REQ | TOTAL |
| TDCJ-CJAD Funding (State Aid) | | | \$ 100,317 | \$ 5,500 | \$ 105,817 |
| SAFPF Payments (Basic Supervision Only) | | | \$ 0 | \$ 0 | \$ 0 |
| Community Supervision Fees Collected | | | \$ 195,000 | \$ 0 | \$ 195,000 |
| Payments By Program Participants | | | \$ 21,000 | \$ 0 | \$ 21,000 |
| Interest Income (Basic Supervision Only) | | | \$ 600 | \$ 0 | \$ 600 |
| Carry Over from Previous Fiscal Year | | | \$ 93,046 | \$ -10,422 | \$ 82,624 |
| Other Revenue | | | \$ 0 | \$ 0 | \$ 0 |
| Basic Supervision Interfund Transfer | | | \$ 0 | \$ 0 | \$ 0 |
| CCP Interfund Transfer | | | \$ 0 | \$ 0 | \$ 0 |
| TOTAL REVENUE: | | | \$ 409,963 | \$ -4,922 | \$ 405,041 |

| | | | | | |
|---------------------------------|--|--|-----------------|----------------|--------------|
| EXPENDITURES: | | | APPROVED | ADJ REQ | TOTAL |
| Salaries/Fringe Benefits | | | \$ 308,549 | \$ -18,762 | \$ 289,787 |
| - Full Time Salaries | | | | | |
| - Part Time Salaries | | | | | |
| - Fringe Benefits | | | | | |
| Travel/Furnished Transportation | | | \$ 9,788 | \$ 0 | \$ 9,788 |
| Contract Services for Offenders | | | \$ 41,750 | \$ 0 | \$ 41,750 |
| Professional Fees | | | \$ 27,455 | \$ 0 | \$ 27,455 |
| Supplies & Operating Expenses | | | \$ 15,601 | \$ 7,340 | \$ 22,941 |
| Facilities | | | \$ 0 | \$ 0 | \$ 0 |
| Utilities | | | \$ 4,020 | \$ 0 | \$ 4,020 |
| Equipment | | | \$ 2,800 | \$ 6,500 | \$ 9,300 |
| TOTAL EXPENDITURES: | | | \$ 409,963 | \$ -4,922 | \$ 405,041 |

Section 2 - Payments by Program Participants

| GRAND TOTALS | | \$21,000 | \$0 | \$21,000 |
|---------------------|----------------|------------------|-----------------|-----------------|
| Item | Current | Requested | Adjusted | |
| Urinalysis Testing | 15,000 | 0 | 15,000 | |
| SASSI | 6,000 | 0 | 6,000 | |

Section 6 - Full Time Salaries

| GRAND TOTALS | | \$207,657 | \$0 | \$207,657 |
|-------------------------|---------------|------------------|------------------|------------------|
| Position Title | % Time | Current | Requested | Adjusted |
| Adm. Support (Clerical) | 100 | 36,383 | 0 | 36,383 |
| CSCD Director | 100 | 54,574 | 0 | 54,574 |
| CSO I - Entry Level | 100 | 38,856 | 0 | 38,856 |
| CSO I - Entry Level | 100 | 36,500 | 0 | 36,500 |
| CSO IV | 100 | 41,344 | 0 | 41,344 |

Section 7 - Part Time Salaries

| GRAND TOTALS | | \$14,197 | (\$14,197) | \$0 |
|-----------------------|---------------|-----------------|-------------------|-----------------|
| Position Title | % Time | Current | Requested | Adjusted |
| CSR Coordinator | 100 | 14,197 | -14,197 | 0 |

Section 8 - Fringe Benefits

| GRAND TOTALS | | \$86,695 | (\$4,565) | \$82,130 |
|---------------------------------|----------------|-----------------|------------------|-----------------|
| Position Title | % Time | Current | Requested | Adjusted |
| FICA Matching | 7.65% | 16,980 | -1,085 | 15,895 |
| Retiree Insurance w/6% increase | 1170 per month | 15,300 | 0 | 15,300 |
| Retirement | 24.01% | 53,300 | -3,410 | 49,890 |
| Unemployment | .005% | 1,115 | -70 | 1,045 |

Section 9 - Travel/Furnished Transportation

| GRAND TOTALS | | \$9,788 | \$0 | \$9,788 |
|-----------------------|---------------|----------------|------------------|-----------------|
| Position Title | % Time | Current | Requested | Adjusted |
| Fuel | Not Specified | 1,500 | 0 | 1,500 |
| Per Diem | Not Specified | 4,500 | 0 | 4,500 |
| Vehicle Insurance | Per Year | 1,788 | 0 | 1,788 |
| Vehicle Maintenance | Not Specified | 2,000 | 0 | 2,000 |

Section 10 - Contract Services for Offenders

| | | | | |
|---------------------|--|-----------------|------------|-----------------|
| GRAND TOTALS | | \$41,750 | \$0 | \$41,750 |
|---------------------|--|-----------------|------------|-----------------|

| Provider Name | Type of Service | Quantity | Unit | Rate | Current | Requested | Adjusted |
|---------------------------------|--|----------|-------|---------|---------|-----------|----------|
| Urquhart, LLC dba Fire & Safety | Urinalysis Testing | 80 | each | 25.00 | 2,000 | 0 | 2,000 |
| Richard Burnett | Counseling - Subst. Abuse - Individual | 550 | each | 25.00 | 13,750 | 0 | 13,750 |
| Richard Burnett | Counseling - Substance Abuse - Group | 64 | each | 50.00 | 3,200 | 0 | 3,200 |
| Hughes Counseling | Counseling - Family/pers. - Individual | 12 | month | 1900.00 | 22,800 | 0 | 22,800 |

Section 11 - Professional Fees

| GRAND TOTALS | | \$27,455 | \$0 | \$27,455 |
|--------------------------------|-----------------|----------|-----------|----------|
| Position Title | % Time | Current | Requested | Adjusted |
| Corrections Software | 796 per month | 9,552 | 0 | 9,552 |
| CSTS | \$100 per month | 1,200 | 0 | 1,200 |
| Employment Ad | \$150 per Ad | 300 | 0 | 300 |
| Fiscal Service Fee | .0075 | 753 | 0 | 753 |
| Independent Audit | Yearly | 5,000 | 0 | 5,000 |
| Legal/Attorney Fees | Not Specified | 1,000 | 0 | 1,000 |
| Liability and Bond Insurance | Per Year | 7,650 | 0 | 7,650 |
| Training and Registration Fees | Per Year | 2,000 | 0 | 2,000 |

Section 12 - Supplies & Operating Expenses

| GRAND TOTALS | | \$15,601 | \$7,340 | \$22,941 |
|----------------------------------|-----------------------|----------|-----------|----------|
| Position Title | % Time | Current | Requested | Adjusted |
| Ammunition for Practice/Training | Estimate | 250 | 0 | 250 |
| Clothing Apparel with CSCD ID | Estimate | 500 | 0 | 500 |
| Computer Supplies & Maintenance | Estimate | 500 | 0 | 500 |
| Name Plates, ID, Badges | Estimate | 50 | 0 | 50 |
| OC Spray and accessories | Estimate | 150 | 0 | 150 |
| Office Supplies | Estimate | 3,000 | 0 | 3,000 |
| UA Supplies | \$6/13 Panel/ \$15 | 1,500 | 0 | 1,500 |
| Unbudgeted | Not Specified | 9,651 | 7,340 | 16,991 |

Section 14 - Utilities

| GRAND TOTALS | | \$4,020 | \$0 | \$4,020 |
|----------------|--------|---------|-----------|----------|
| Position Title | % Time | Current | Requested | Adjusted |
| | | | | |

| | | | | |
|---------------------|-----------------|-------|---|-------|
| Cell Phone Services | 250 per month | 3,000 | 0 | 3,000 |
| Internet Services | 75.00 per month | 900 | 0 | 900 |
| Long Distance | Estimate | 120 | 0 | 120 |

Section 15 - Equipment

| GRAND TOTALS | | \$2,800 | \$6,500 | \$9,300 |
|------------------------|-----------------|---------|-----------|----------|
| Position Title | % Time | Current | Requested | Adjusted |
| Computer Equipment | Estimate | 500 | 6,500 | 7,000 |
| Phones and Accessories | Estimate | 500 | 0 | 500 |
| Xerox Copier | \$150 per month | 1,800 | 0 | 1,800 |

Section 16 - Vehicle Inventory

| Make | Model | VIN | Year | Mileage |
|------------|----------------|-------------------|------|---------|
| Chevrolet | Traverse | 1GNLVEED6AS109714 | 2010 | 37760 |
| Chevrolet | Tahoe | 1GNSK2E05ER171487 | 2014 | 23350 |
| Ford | Explorer | 1FM5K8AR8FGB61428 | 2015 | 15529 |
| GMC | Sierra | 2GTEC19T8Y1404146 | 2000 | 95177 |
| 2Chevrolet | Silverado 2500 | 1GC4WLE74LF160715 | 2020 | 240 |

FILED FOR RECORD
IN MY OFFICE
AT 8:42 O'CLOCK A M

**NOTICE OF MEETING
PANOLA COUNTY JUVENILE BOARD**

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY [Signature] DEPUTY

TO WHOM IT MAY CONCERN:

PURSUANT TO THE TEXAS OPEN MEETINGS ACT, NOTICE IS HEREBY GIVEN THAT A MEETING OF THE PANOLA COUNTY JUVENILE BOARD WILL BE HELD ON THE 25th DAY OF FEBRUARY, 2021, Via ZOOM internet meeting @ 9:30 O'CLOCK AM AT WHICH MEETING THE FOLLOWING SUBJECTS WILL BE DISCUSSED AND THE FOLLOWING MATTERS ACTED UPON:

OPEN MEETING:

1. Approve the minutes of the August 19, 2020 Juvenile Board meeting.
2. To receive audit committee letter and approve audit report from Rachael Payne, CPA.
3. Approve engagement letter from Rachael Payne, CPA.
4. Approve Juvenile Processing Sites.
5. Approve Policy and Procedure manual for the Juvenile Probation Department.

ADJOURNMENT

WITNESS THE HAND OF THE UNDERSIGNED CLERK ON THIS THE 26th DAY OF JANUARY, 2021, AT 8:42 O'CLOCK, A.M.

[Signature]
Bobbie Davis, County Clerk
Panola County, Texas
By: [Signature]

Form #2201 Rev. 05/2020

Submit to:
SECRETARY OF STATE
Government Filings
Section P O Box 12887
Austin, TX 78711-2887
512-463-6334
512-463-5569 - Fax
Filing Fee: None



STATEMENT OF OFFICER

FILED FOR RECORD
IN MY OFFICE
AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY P. Davis DEPUTY

Statement

I, Joyce Wilder, do solemnly swear (or affirm) that I have not directly or indirectly paid, offered, promised to pay, contributed, or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.

Title of Position to Which Elected/Appointed: Panola County Sheriff's Department Detention Corporal

Execution

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated therein are true.

Date: December 31, 2020

Joyce Wilder
Signature of Officer

Form #2204 Rev 9/2017

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334
FAX 512-463-5569
Filing Fee: None



OATH OF OFFICE

FILED FOR RECORD
This space reserved for office use
IN MY OFFICE

AT 2:40 O'CLOCK P M

MAR 03 2021

BOBBIE DAVIS
COUNTY CLERK, PANOLA COUNTY, TEXAS
BY B. Davis DEPUTY

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Joyce Wilder, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Panola County Sheriff's Department Detention Corporal of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

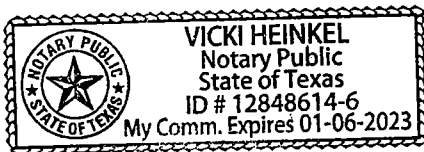
Joyce Wilder
Signature of Officer

Certification of Person Authorized to Administer Oath

State of Texas
County of Panola

Sworn to and subscribed before me on this 21st day of January, 2021.

(Affix Notary Seal,
only if oath
administered by a
notary.)



Vicki Heinkel
Signature of Notary Public or
Signature of Other Person Authorized to Administer An
Oath

Vicki Heinkel
Printed or Typed Name

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

APPROVED

02-01-21



Lee Ann Jones,
County Judge

NAME:

Lee Ann Jones

POSITION:

County Judge

DEPARTMENT:

County Judge

DATE:

January 25, 2021

CONFERENCE:

Spring Judicial Education Session

LOCATION:

Lubbock, TX

DATES:

3-24-21 to 3-26-21

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

4

Does the conference meet your educational requirements for the year?

Yes

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

0

Do you have sufficient funds in your budget for this conference?

Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

APPROVED

02-01-21

Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME: Ashley Esquirel
POSITION: CPL Detention Center
DEPARTMENT: PANOLA COUNTY SHERIFF OFFICE
DATE: 01/22/2021

CONFERENCE: New Supervisor Course 3737

LOCATION: PCSO EOC Room

DATES: 2/16/2021 to 2/17/2021

NUMBER OF DAYS OUT OF THE OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 20

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License

APPROVED

02-01-21

Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Randy Payne
POSITION: CPL Patrol
DEPARTMENT: PANOLA COUNTY SHERIFF OFFICE
DATE: 01/22/2021

CONFERENCE: New Supervisor Course 3737

LOCATION: PCSO EOC Room

DATES: 2/16/2021 to 2/17/2021

NUMBER OF DAYS OUT OF THE OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 20

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License

APPROVED

02-01-21

Lee Ann Jones
Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Adam Jones

POSITION: Sgt CID

DEPARTMENT: PANOLA COUNTY SHERIFF OFFICE

DATE: 01/22/2021

CONFERENCE: New Supervisor Course 3737

LOCATION: PCSO EOC Room

DATES: 2/16/2021 to 2/17/2021

NUMBER OF DAYS OUT OF THE OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 20

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License

APPROVED

02-01-21

Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Sarah Fields
POSITION: Captain
DEPARTMENT: PANOLA COUNTY SHERIFF OFFICE
DATE: 01/22/2021

CONFERENCE: New Supervisor Course 3737

LOCATION: PCSO EOC Room

DATES: 2/16/2021 to 2/17/2021

NUMBER OF DAYS OUT OF THE OFFICE FOR THIS CONFERENCE: 2

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met by this conference? 20

How much of your requirements have been met already, not counting this conference?

NONE

How many days have you been away from your job this year for conferences, not counting this conference? NONE

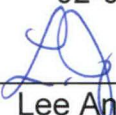
Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Requirement for License

APPROVED

02-01-21


Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE
AT A CONFERENCE

NAME:

Raven Wallace (Beth Wallace)

POSITION:

Court Clerk for Justice of the Peace 1

DEPARTMENT:

Justice of the Peace 1

DATE:

1/26/21

CONFERENCE:

Virtual Experience Court Personnel Seminar

LOCATION:

110 S. Sycamore Rm 105, Carthage, Tx 75643 (online)

DATES:

march 22, 2021 to march 25, 2021

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 4 half days (1-5pm)

Does the conference meet your educational requirements for the year? Yes

If not, how much of your requirements will be met by this conference? N/A

How much of your requirements have been met already, not counting this conference?

None

How many days have you been away from your job this year for conferences, not counting this conference? 0


Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

To further my education concerning the requirements of my position in the Justice of the Peace office. This seminar will assist in my learning regarding the Criminal side of my position as Court Clerk as well.

APPROVED

02-01-21


Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Charlie Blue

POSITION:

Constable

DEPARTMENT:

Panola County Constable Pat 2 & 3

DATE:

1-21-21

CONFERENCE:

Civil Process Introduction Track

LOCATION:

Virtual

DATES:

April 6 21 to April 9 21

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

2.5

Does the conference meet your educational requirements for the year? Yes

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? None

Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

mandatory Training

APPROVED

02-01-21

Lee Ann Jones

Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Jeremy Nagle

POSITION: Deputy Constable

DEPARTMENT: Panola County Constable Pct 2+3

DATE: 1-21-21

CONFERENCE: Asset For feiture 3255

LOCATION: Internet OSS Academy

DATES: _____ to _____

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: ~~0~~

Does the conference meet your educational requirements for the year? Yes

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? ~~0~~


Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Need for intermediate licensing

APPROVED

02-01-21


Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Jeremy Nagle

POSITION:

Deputy Constable

DEPARTMENT:

Panola County Constable Pct 2 & 3

DATE:

1-21-21

CONFERENCE:

Missing and Exploited Children 3275

LOCATION:

Internet OSS Academy

DATES:

to

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

0

Does the conference meet your educational requirements for the year?

Yes

If not, how much of your requirements will be met by this conference?

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference?

Do you have sufficient funds in your budget for this conference?


Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Need for intermediate licensing

APPROVED

02-01-21



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Jeremy Nagle
POSITION: Deputy Constable
DEPARTMENT: Panola County Constable Pat 2 & 3
DATE: 1-21-21

CONFERENCE: Intermediate Crime Scene 2106
LOCATION: East Texas Police Academy in Kilgore
DATES: Feb 1 21 to Feb 5 21
NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 5

Does the conference meet your educational requirements for the year? Yes

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? 0


Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Need for intermediate licensing

APPROVED

02-01-21



Lee Ann Jones,
County Judge

**PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE**

NAME: Jeremy Nagle

POSITION: Deputy Constable

DEPARTMENT: Panola County Constable Pct 2 & 3

DATE: 1-21-21

CONFERENCE: Civil Process Introduction ~~Track~~ Track

LOCATION: Virtual

DATES: April 6 21 to April 9 21

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE: 2.5

Does the conference meet your educational requirements for the year? Yes

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? None


Do you have sufficient funds in your budget for this conference? Yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Mandatory Training

APPROVED

02-01-21


Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Kevin Lake

POSITION:

Sheriff

DEPARTMENT:

Panola Co. Sheriff's Office

DATE:

January 26, 2021

CONFERENCE:

Virtual Civil Process Intro. Track Seminar

LOCATION:

Online

DATES:

April 4, 2021 to April 6, 2021

NUMBER OF DAYS OUT OF OFFICE FOR THIS CONFERENCE:

0

Does the conference meet your educational requirements for the year? _____

If not, how much of your requirements will be met by this conference? _____

How much of your requirements have been met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? _____

Do you have sufficient funds in your budget for this conference? _____

Yes

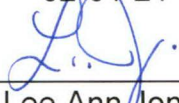
Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Relatable training

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

APPROVED

02-01-21



Lee Ann Jones,
County Judge

NAME: MARIA HERNANDEZ

POSITION: CRIMINAL CLERK

DEPARTMENT: JUSTICE OF THE PEACE PCT 2 & 3

DATE: JANUARY 26, 2021

CONFERENCE: VIRTUAL EXPIERENCED COURT SEMINAR

LOCATION: CARTHAGE, TX

DATES: MARCH 22, 2021 – MARCH 25, 2021

Does the conference meet your educational requirements for the year? NO

If not, how much of your requirements will be met already, not counting this conference?

How many days have you been away from your job this year for conferences, not counting this conference? 0

Do you have sufficient funds in your budget for this conference? YES

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

APPROVED

02-01-21

Lee Ann Jones,
County Judge

PANOLA COUNTY OFFICIAL/EMPLOYEE
REQUEST FOR ATTENDANCE AT A CONFERENCE

NAME:

Toni Hughes

POSITION:

Justice of the Peace

DEPARTMENT:

Pct 2 & 3

DATE:

01/26/2021

CONFERENCE:

Virtual Core Curriculum for JP

LOCATION:

via Computer - Zoom

DATES:

4/27/21

to

4/29/21

Does the conference meet your educational requirement for the year? no

If not, how much of your requirements will be met by this conference? 1/2

How much of your requirements have been met already, not counting this conference?

possibly one-fourth

How many days have you been away from your job this year for conferences, not counting this conference? none

Do you have sufficient funds in your budget for this conference? yes

Write a short statement explaining the public purpose that will be met by your attendance at this conference: (continue on the back if necessary.)

Being a Justice of the Peace requires 20 hours minimum be completed at this point of my years of service. The updated training and any changes are always helpful to be assisted in learning them and any new requirements.